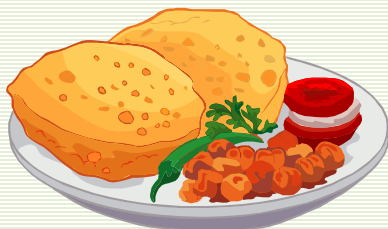

Quick Reference Guide:

FRAM: Direct Entry or File Upload

This guide explains how to use the FRAM module in Infinite Campus to enter Free/Reduced Meal Status for students using direct entry or a file upload.

Topics covered in this Quick Reference Guide include:

- *FRAM Data Requirements*
- *FRAM - Direct Entry*
- *FRAM - File Upload*
- *Exiting Students – FRAM Impacts*
- *Changing Eligibility Status*
- *Data Verification*



NOTE: Meal Status is no longer entered on the student enrollment tab. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

The FRAM module is used to enter Free/Reduced Meal Status for each student in AIM. This guide explains the information that is required and how to enter the data directly or using a file upload.



FRAM data must be updated along with the Program Participation Collections:

- 1) Fall Program Participation** – status of students enrolled as of 10/6/14, due by 10/17/14;
- 2) Testing Window Program Participation** -- students enrolled as of 3/10/15, due by 3/20/15 (subject to change); and
- 3) End of Year Program Participation** -- students enrolled as of last day of school, due by 6/12/14.

Before beginning, consider the following:

1. What is FRAM and why are we using it?

- The FRAM module was created in response to requests from Districts and States for a more comprehensive way to track changes to a student's Meal Status. *page 2*

2. Is FRAM Data entered directly or by file upload?

- FRAM information can either be entered directly or using a file upload.
- Direct Entry - *page 2*.
- File Upload – *page 5*.

3. What information is required and where do I get it?

- Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. The information is collected as part of the application process at the district level. *page 3*

4. How do I verify the data I have entered?

- Districts may use the customizable reports in the FRAM module to verify the entry of Free/Reduced Meal Status for students. *page 10*

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ENTERING FRAM DATA

The **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

Meal Status may either be entered directly in AIM for each student or the district can use an OPI Excel template to prepare a file for uploading. The following sections explain how to use these methods to enter FRAM data in AIM.

FRAM Direct Entry

Choose **Year 14-15** and a school.

First select the student to enter the meal status for, then open the FRAM module:

Click the **Search** tab. **Select Student**. Click **Go**. A list of student enrolled in that school for the chosen year will appear under **Search Results**.

Select the first student in the **Search Results** to enter Free/Reduced Meal data for.

Access the **FRAM** module by selecting the **Index** tab, then **FRAM**, and **Eligibility**.

A list of the student's existing FRAM eligibility appears. To enter a new eligibility, click **NEW**.

The Eligibility Detail section opens.

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FRAM Data Requirements

On the FRAM Detail screen, districts must enter *School Year*, *Start Date*, *End Date*, *Eligibility*, and *Source*.

This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file that can be retrieved through the OPI Direct Certification Application (DCA) system. The DCA System matches SNAP/TANF information collected by the Department of Public Health and Human Services (DPHHS) to school district enrollments to determine the set of students who are directly certified for free and reduced price lunch eligibility. See OPI's [Direct Certification website](#) for more information.

| Eligibility Detail | | | | |
|------------------------|----------------------|---|----------------------|----------------------|
| *School Year | *Start Date | *EndDate | Application Name | Reference Number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| *Eligibility Type | *Eligibility | *Source | | |
| Meal | <input type="text"/> | <input type="radio"/> Non-Direct <input type="radio"/> Direct | | |
| State Eligibility Code | | | | |
| No State Code | | | | |

The required data fields are:

School Year should be set to the current year, *14-15*.

Start Date is the first date of eligibility.

End Date is the last date of eligibility, usually 30 days past the first day of school in the upcoming school year. OPI recommends defaulting this date to 10/05/2015.

Eligibility Type should default to *Meal*.

Eligibility is the status of the student:

- F: Free
- R: Reduced
- P: Paid
- N: Non-reimbursable (not used for state reporting)

Source identifies the certification of the student. **Non-Direct** means the meal status was determined locally (by district application). **Direct** means the student is certified by the DPHHS (usually SNAP or TANF eligible).

- **NOTE:** Districts uploading a FRAM file from their local SIS should **ALWAYS** use *Non-Direct*.

When a source is selected the **Certified Type** field appears.

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Certified Type is a record of how the determination was made.

NOTE: Certified Type is a required field, but data is not required for State Reporting purposes. The OPI recommends defaulting students to "*Income*" unless the district chooses to keep details of **Certified Type** for local tracking purposes.

Eligibility Detail

| | | | | |
|------------------------|--------------|--|------------------|-----------|
| *School Year | *Start Date | *EndDate | Application Name | Reference |
| *Eligibility Type | *Eligibility | *Source | *Certified Type | |
| Meal | | <input checked="" type="radio"/> Non-Direct <input type="radio"/> Direct | | |
| State Eligibility Code | | | | |
| No State Code | | | | |

- Income
- Categorical
- Override
- Runaway
- Homeless
- Foster
- Migrant
- Temporary/No Income
- Even Start
- Head Start
- RCCI
- Early Childhood
- Medicaid
- Declined
- Denied
- Did Not Apply
- Socioeconomic Status

If *Direct* is checked, **Certified Type** is also required. The options under **Certified Type** are different than the options available if *Non-Direct* is checked.

As above, **Certified Type** is a record of how the determination was made.

Eligibility Detail

| | | | | |
|------------------------|--------------|--|------------------|---------|
| *School Year | *Start Date | *EndDate | Application Name | Referer |
| *Eligibility Type | *Eligibility | *Source | *Certified Type | |
| Meal | | <input type="radio"/> Non-Direct <input checked="" type="radio"/> Direct | | |
| State Eligibility Code | | | | |
| No State Code | | | | |

- SNAP
- TANF
- FDPIR
- Foster
- Head Start
- Homeless
- Medicaid
- Migrant
- Runaway

☐ Letter Method

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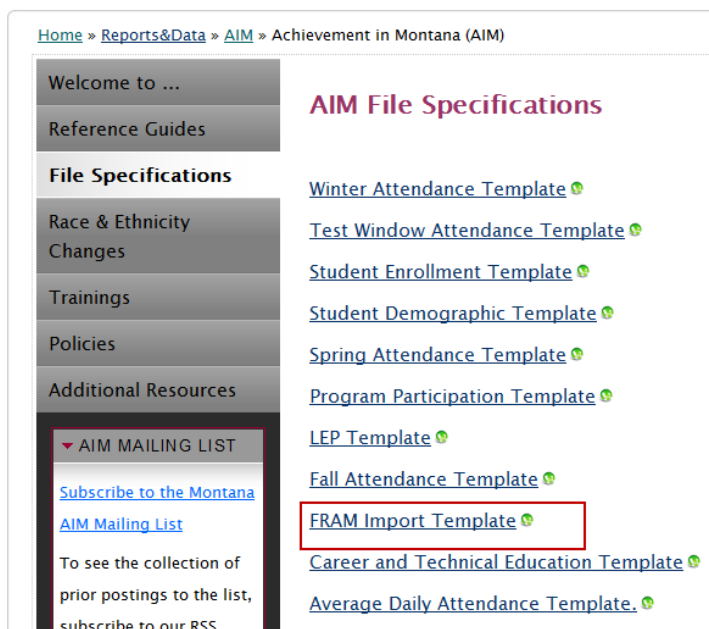
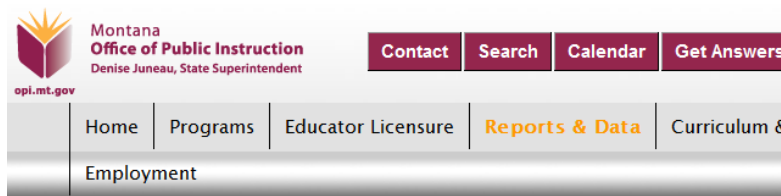
FRAM File Upload

The FRAM data described above may be entered via file upload instead of direct entry.

File upload requires the district to prepare a file to upload into AIM using an Excel template. Otherwise, any method may be used to prepare an upload file as long as it conforms to the required file format of the OPI template and is saved as a .CSV format.

The [FRAM Import Template](#) is available on the [OPI AIM Webpage](#) under File Specifications.

Download the FRAM Import Template.



Extract the data for this template from the district's Student Information System and/or Direct Certification file.

NOTE: If a student is Direct certified, **Certified Type** should be set to "Direct". Otherwise OPI recommends that districts default **Certified Type** to *Income*.

| | A | B | C | D | E | F | G | H |
|----|---|-----------|------------|-------------|--------------------|------------------------|----------------------|---|
| 1 | Delete Rows 1 and 2 before saving file - this file may be saved as a *.csv file | | | | | | | |
| 2 | Field 1 | Field 2 | Field 3 | Field 4 | Field 5 | Field 6 | Field 7 | |
| 3 | Student's State ID | Last Name | First Name | Eligibility | Certification Type | Eligibility Start Date | Eligibility End Date | |
| 4 | 732407464 | Twain | Shania | F | Income | 10/1/2012 | 10/7/2013 | |
| 5 | 852915546 | Perry | Kimberly | P | Income | 10/1/2012 | 10/7/2013 | |
| 6 | 272803455 | LeDoux | Christophe | R | Income | 10/1/2012 | 10/7/2013 | |
| 7 | 649777940 | Morgan | Lomie | P | Income | 10/1/2012 | 10/7/2013 | |
| 8 | 249933695 | Bentley | Dierks | P | Income | 10/1/2012 | 10/7/2013 | |
| 9 | 606578559 | Jackson | Alan | F | Income | 10/1/2012 | 10/7/2013 | |
| 10 | 328956075 | Perry | Neil | F | Income | 10/1/2012 | 10/7/2013 | |
| 11 | 580079275 | Nichols | Joe | P | Income | 10/1/2012 | 10/7/2013 | |
| 12 | 269478660 | Perry | Reid | P | Income | 10/1/2012 | 10/7/2013 | |
| 13 | 368547927 | Gayle | Crystal | F | Income | 10/1/2012 | 10/7/2013 | |
| 14 | 551534089 | McBride | Martina | P | Income | 10/1/2012 | 10/7/2013 | |
| 15 | 951541895 | Black | Clint | R | Income | 10/1/2012 | 10/7/2013 | |
| 16 | 726894439 | Nelson | Willie | P | Income | 10/1/2012 | 10/7/2013 | |
| 17 | 548948019 | Aldean | Jason | P | Income | 10/1/2012 | 10/7/2013 | |
| 18 | 213132731 | Chesney | Kenneth | F | Income | 10/1/2012 | 10/7/2013 | |
| 19 | 915598503 | Allen | Gary | P | Income | 10/1/2012 | 10/7/2013 | |
| 20 | 105292304 | Cash | Johnny | P | Income | 10/1/2012 | 10/7/2013 | |
| 21 | 578671753 | Loveless | Patricia | P | Income | 10/1/2012 | 10/7/2013 | |

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Year **14-15** School **Cascade High School**

Index Search Help < **Eligibility Import Wizard**

System Administrator

- ▶ Student Information
- ▶ Instruction
- ▶ Census
- ▶ Behavior
- ▶ Health
- ▶ Attendance
- ▶ Scheduling
- ▶ Grading & Standards
- ▶ Programs
- ▶ Ad Hoc Reporting
- ▶ User Communication
- ▶ Assessment
- ▶ System Administration
- ▼ **FRAM**
 - Eligibility
 - Eligibility End Date Wizard
 - ▼ **Eligibility Import Wizard**
 - Scheduled Imports

This wizard will guide you through mapping and importing data into the database.

Step 1. Select "New Import Mapping" to create a new import or select an existing one.

Saved Import Mappings

| | | |
|--------------------------|-------|----------------------------------|
| <input type="checkbox"/> | 14-15 | FRAM152nd |
| <input type="checkbox"/> | 14-15 | FRAM15B |
| <input type="checkbox"/> | 14-15 | FRAM3rd |
| <input type="checkbox"/> | 13-14 | FreeReduced |
| <input type="checkbox"/> | 11-12 | Cascade Public School District 3 |

Edit Delete **New Import Mapping** New File Import

From the **Index**, expand **FRAM** and select **Eligibility Import Wizard**.

Click **New Import Mapping**.

Enter *Name*, *School Year*, *File Type* (use *Comma Separated Values* if the file is in *.CSV format).

Select which field to map to student identifiers (*State ID* is recommended).

Check *Direct Certification* and *Headers* as appropriate.

Browse for the file and click **Upload & Continue**.

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload a file to continue.

*Name
14-15 FRAM File

*School Year
14-15

*What is the file type?
Comma Separated Values

*Which field(s) in the data file will map to student identifiers?
State ID

*Is this a Direct Certification file?
☐ Yes ☒ No

*Does file include headers?
☒ Yes ☐ No

*Browse and select import file.
C:\Users\CP8882\Downloads\Copy of frmDefault.xls **Browse...** **Upload & Continue**

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Map the fields listed. In this example the student State IDs are listed in the first column of the file so enter a "1" under **Seq in Data File**.

Click **Map Field(s)**. The State IDs will now show in the **Mapped Data Field(s)** window.

Click **Next**.

Eligibility Import Wizard

Name: 12-13 FRAM file | File Location: C:\temp\System-Administrator-2013-03-05-16-46-01\Cascade_FRAM.csv | Format: Comma Separated Values | Column Count: 9 | Row Count: 75

| 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|----------|-----------|------------------|-------------|-----------|
| StateID | LastName | FirstName | Eligibility Type | Eligibility | Certified |
| 732407464 | Twain | Shania | Meal | F | Incon |
| 852915546 | Perry | Kimberly | Meal | P | Incon |

Step 3. Select mapping. Indicate the position of the data field(s) from the imported Raw Data File then select "Map Field(s)". This mapping will be used to match the data in the import file to student identifiers existing in the database. Select "Next" to continue.

| Name | Seq in Data File | Map to Data Field | Strip Leading Zeros |
|---------|------------------|-------------------|--------------------------|
| StateID | 1 | student.stateID | <input type="checkbox"/> |

Map Field(s)

Step 4. Select "Yes" next to fields that will be mapped for at least one of the following values: will be set for all students on the file. Select "No" if not.

Eligibility Type ☐ Yes ☒ No

Eligibility ☒ Yes ☐ No

Certified Type ☒ Yes ☐ No

Direct Type ☐ Yes ☒ No

Start Date ☒ Yes ☐ No

End Date ☒ Yes ☐ No

Select the remaining fields to be mapped from the file. Click **Next**.

NOTE: If using *Non-Direct* (an upload from the district's local SIS), check "**No**" under *Eligibility Type* and *Direct Type* and "**Yes**" under *Eligibility*, *Certified Type*, *Start Date* and *End Date*.

Step 5. Select the values that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping imports a unique value for each student in the file. Select "Next" to continue.

* Eligibility Type

Meal

Eligibility Type should be set to *Meal*.

The number entered in **Seq in Data Field** corresponds to the column number in the data file.

Click **Set Value** after each sequence entry. Match the value in the file to a corresponding AIM value. Click **Save**.

Repeat for each field. Click **Next** to continue.

Step 5. Select the values that will be the same for all students on the file. For unique values, indicate the location of the field that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. This mapping imports a unique value for each student in the file. Select "Next" to continue.

* Eligibility Type

Meal

* Eligibility

Seq in Data File: 4 Set Value

* Certified Type

Seq in Data File: 5 Set Value

* Direct Type will not be mapped based on

* Start Date

Seq in Data File: 6 Set Value

* End Date

Seq in Data File: 7 Set Value

Field Map

| Data File Eligibility | Campus Eligibility |
|-----------------------|--------------------|
| F | Free |
| P | Paid |
| R | Reduced |

Cancel Save

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| Name | File Location | Format | Column Count | Row Count |
|-----------------|---|------------------------|--------------|-----------|
| 12-13 FRAM file | C:\temp\System-Administrator-2013-04-12-14-30-02\Cascade_FRAM.csv | Comma Separated Values | 7 | 75 |

| Raw Data File | | | | | Import Data Field(s) | | | |
|---------------|-------------|----------------|------------------------|----------------------|----------------------|---------------|------------|------------|
| | 4 | 5 | 6 | 7 | | | | |
| Name | Eligibility | Certified Type | Eligibility Start Date | Eligibility End Date | Eligibility | CertifiedType | StartDate | EndDate |
| ania | F | Income | 10/1/2012 | 10/7/2013 | Free | Income | 10/01/2012 | 10/07/2013 |
| berly | P | Income | 10/1/2012 | 10/7/2013 | Paid | Income | 10/01/2012 | 10/07/2013 |
| | | | | | Reduced | Income | 10/01/2012 | 10/07/2013 |
| | | | | | Paid | Income | 10/01/2012 | 10/07/2013 |

Step 6. Confirmation Review. Verify the criteria for accuracy. To make changes, select "Previous" to return to the appropriate screen.

This mapping will be used to match the data in the import file to student identifiers existing in the database.

| Name | Seq | Map to Data Field | Strip Leading Zeros |
|---------|-----|-------------------|---------------------|
| StateID | 1 | student.stateID | No |

This mapping will import a unique value for each student in the file.

| Import Data Field | Seq in Data File |
|-------------------|------------------|
| Eligibility | 4 |
| CertifiedType | 5 |
| StartDate | 6 |
| EndDate | 7 |

Values entered for fields shown will be the same for all students when imported.

| Data Field | Set Value |
|-----------------|-----------|
| EligibilityType | Meal |

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.

Include Updated Records Detail on report ☐

Previous Test Import

Verify mapping and values.

Click **Test**.

Check the *Error/Warning* list. Make necessary corrections.

Once satisfied with **Test** results, return to the Eligibility Wizard and click **Import**.

| Montana State | Eligibility Import Report | | | | | | |
|--|---------------------------|------------|----------|------------------|-------------|--------|----------------|
| Generated on 03/05/2013 05:15:51 PM Page 1 of 1 | | | | | | | |
| THIS IS A TEST. NO DATA IS WRITTEN TO THE DB. | | | | | | | |
| Summary | | | | | | | |
| New | Ended | Removed | Existing | Errors/Warnings | | | |
| 72 | 4 | 4 | 0 | 2 | | | |
| Error/Warning | | | | | | | |
| Line 62. ERROR 2001 - Multiple matches found for Student State ID '510837342' (2 matches). | | | | | | | |
| Line 68. ERROR 2001 - Multiple matches found for Student State ID '737712674' (3 matches). | | | | | | | |
| Existing Eligibility Records | | | | | | | |
| Name | School Year | Start Date | End Date | Eligibility Type | Eligibility | Source | Certified Type |

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Achievement
in Montana

Montana's State Student
Information System



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

FRAM: Direct Entry or
File Upload

Huxtable, Denise
 Grade: 12 DOB: 04/25/1997 Gender: F

| | | | |
|----------|--------------------|----------------|------------------|
| Grades | Transcript | Credit Summary | Assessment |
| Behavior | Graduation | AdHoc Letters | Records Transfer |
| Summary | Enrollments | Schedule | Attendance |
| | | Flags | |

Print Enrollment History New New Enrollment History

| Enrollment Editor | | | | | |
|--|-------|------|---------------------------|------------|------------|
| Edit | Grade | Type | Calendar | Start Date | End Date |
| | 12 | P | 14-15 Cascade High School | 08/20/2014 | 12/09/2014 |
| Start Status: 02 Continued enrollment same school, no interruption | | | | | |
| End Status: 140 Transfer to public schl in another district in MT | | | | | |

EXITING STUDENTS – FRAM IMPACTS

Students who exit the district and/or school **do not** need to have their Eligibility ended.

The Eligibility for Free/Reduced price meals is limited to a student's enrollment as indicated by the *Start* and *End Date* on the **Enrollments** tab.

CHANGING ELIGIBILITY STATUS

If a student's eligibility changes during the school year, create a new FRAM status record.

From **Search**, select the student.
 From **Index**, click **FRAM** and then **Eligibility**. Click **New**.

Enter *School Year*, *Start Date*, *End Date*, *Eligibility*, and *Source* as indicated above. Click **Save**.

Huxtable, Denise
 Grade: 12 DOB: 04/25/1997 Gender: F

Eligibility

New

| Eligibility Editor | | | | | | |
|--------------------|------------------|-------------|------------|----------------|------------|------------|
| School Year | Eligibility Type | Eligibility | State Code | Certified Type | Start Date | End Date |
| 14-15 | Meal | Free | F | Income | 09/26/2014 | 10/05/2015 |
| 14-15 | Meal | Reduced | R | Income | 08/20/2014 | 09/25/2014 |

The previous record will automatically end one day prior to the new record.



Eligibility Report

This report will display free, reduced and paid eligibility information by student based on date and type selected.

Which type of report would you like to generate?
 Report Type: **Eligibility Report**
 School Year: **14-15**

Which calendar(s) would you like to include in the report?
☒ active year ☐ list by school ☐ list by year

Summary Type: ☒ Daily ☐ Period ☐ Month
 Date: **09/24/2014**

Eligibility Type: **Meal**
 Eligibility: **Free**
 Eligibility Certified Type: **All**
 Grade: **All**

Observe State Exclude: ☐
 Include Detail: ☒
 Person Identifier: ☐ Student Number ☒ State ID
 Detail Sort By: **Name**
 Show Only Latest: ☐
 Eligibility Report Format: ☒ PDF ☐ CSV

Generate Report

DATA VERIFICATION - FREE/REDUCED MEAL REPORTS

The FRAM module contains a customizable report that may be used to verify Free/Reduced meal status information.

From the **Index**, expand **FRAM** and **Reports**. Select **Eligibility**.

Choose the current *School Year* and *Date* (defaults to today). Select an *Eligibility* to verify and the *Eligibility Certified Type(s)* (recommend "All"). Select *Grade*.

Check *Include Detail* to include student names. Choose a *Report Format* and *Calendar(s)*.

Click **Generate Report**.

The report will list numbers of eligible students and names (if *Include Detail* was selected).

| | |
|--|---|
| 14-15 Cascade High School 321 Central Ave W, Cascade MT 59421 Generated on 09/24/2014 05:14:45 PM Page 1 of 1 | Eligibility Report Day: 09/24/2014 Grade: All School: Cascade High School |
|--|---|

| Summary for Eligibility Type: Meal | | | | | |
|------------------------------------|----------|----------|----------|----------|----------|
| Type | Free | Reduced | Paid | Total | |
| Direct Source | | | | | |
| Foster | 0 | 0 | 0 | 0 | 0 |
| Head Start | 0 | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 | 0 |
| Medicaid | 0 | 0 | 0 | 0 | 0 |
| Migrant | 0 | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 | 0 |
| FDPIR | 0 | 0 | 0 | 0 | 0 |
| SNAP | 0 | 0 | 0 | 0 | 0 |
| TANF | 0 | 0 | 0 | 0 | 0 |
| Non-Direct Source | | | | | |
| Income | 1 | 3 | 0 | 4 | 4 |
| Categorical | 0 | 0 | 0 | 0 | 0 |
| Override | 0 | 0 | 0 | 0 | 0 |
| Runaway | 0 | 0 | 0 | 0 | 0 |
| Foster | 0 | 0 | 0 | 0 | 0 |
| Migrant | 0 | 0 | 0 | 0 | 0 |
| Temporary/No Income | 0 | 0 | 0 | 0 | 0 |
| Head Start | 0 | 0 | 0 | 0 | 0 |
| RCCI | 0 | 0 | 0 | 0 | 0 |
| Early Childhood | 0 | 0 | 0 | 0 | 0 |
| Homeless | 0 | 0 | 0 | 0 | 0 |
| Declined | 0 | 0 | 0 | 0 | 0 |
| Denied | 0 | 0 | 0 | 0 | 0 |
| Did Not Apply | 0 | 0 | 0 | 0 | 0 |
| Socioeconomic Status | 0 | 0 | 0 | 0 | 0 |
| Even Start | 0 | 0 | 0 | 0 | 0 |
| Medicaid | 0 | 0 | 0 | 0 | 0 |
| Total | 1 | 3 | 0 | 4 | 4 |

| Eligibility Report Detail | | | | | | | | | | |
|---------------------------|--------------------|---------------|-----------|-------|------------------|---------------------------|----------------|---------------------|------------|------------|
| Sch. Year | Student Name | Date of Birth | State ID | Grade | Eligibility Type | Eligibility Source | Certified Type | School | Start Date | End Date |
| 14-15 | Bradbury, Ray | 10/10/1996 | 619835783 | 12 | Meal | Free Non-Direct Income | | Cascade High School | 08/20/2014 | 08/20/2015 |
| 14-15 | Huxtable, Denise | 04/25/1997 | 887942321 | 12 | Meal | Reduced Non-Direct Income | | Cascade High School | 08/20/2014 | 09/25/2014 |
| 14-15 | Huxtable, Theodore | 12/01/1998 | 100966093 | 10 | Meal | Reduced Non-Direct Income | | Cascade High School | 08/30/2014 | 10/05/2015 |
| 14-15 | McDonald, Ronald | 03/18/1997 | 897517018 | 11 | Meal | Reduced Non-Direct Income | | Cascade High School | 08/29/2014 | 10/05/2015 |

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For assistance please contact the OPI AIM Help Desk at
opiainhelp@mt.gov or 1-877-424-6681.

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